

# **Newman Smith High School**

# **Orchestra Handbook**

# **2017-2018**

**Sean Carlton, Director of Orchestras  
JeRae Dublin, Assistant Director of Orchestras**

**NEWMAN SMITH ORCHESTRA  
CLUSTER DIRECTORS  
2017-2018**

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Newman Smith High School  
Cluster Leader

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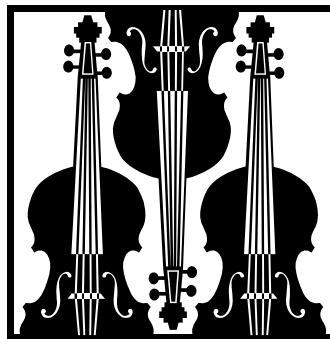
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<b>COURSE</b>	<b>ORCHESTRA</b>
<b>SCHOOL</b>	<b>Newman Smith High School</b>
<b>DIRECTORS</b>	<b>Sean Carlton JeRae Dublin</b>
<b>MR. CARLTON'S OFFICE</b>	<b>972.968.5324</b>
<b>MS. DUBLIN'S OFFICE</b>	<b>972.968.5323</b>
<b>WEB SITE</b>	<a href="http://www.newmansmithorchestra.org">www.newmansmithorchestra.org</a>
<b>CHARMS</b>	<a href="http://www.charmsoffice.com">www.charmsoffice.com</a> NSHSOrch

**NSHS MISSION STATEMENT:** To graduate confident and competent individuals prepared to communicate, contribute and interact responsibly in our global community.

**NSHS ORCHESTRA DEPARTMENT MISSION STATEMENT:** To develop in each student an appreciation of the art of music as part of general culture; to teach techniques of orchestral music expression; to discover and develop the talents of students in the field of orchestral music; to develop knowledge and skills in listening to orchestra music and in reading and performing orchestral music.

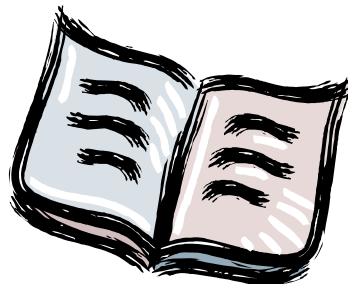
**PROGRAM GOALS:** Students will develop the following skills and concepts:

- I. A high degree of music reading encompassing: correct rhythm, tempo, bowing and left-hand techniques, dynamics, precision, tone, and the ability to be versatile and adjust to any given musical circumstance.
- II. The ability to work cooperatively with others toward the performance of music in and with the ensemble.
- III. The knowledge of a wide variety of orchestral literature.
- IV. A high level of quality artistry through individual musical awareness, control, and technical facility.
- V. Self-discipline; self-confidence; responsible and dependable behavior.
- VI. Respect for others, loyalty to the ensemble, and pride in the organization.
- VII. Respect for and proper use of equipment.
- VIII. The ability to comprehend and foster higher-level thinking skills.

**SPECIFIC OBJECTIVES**

Orchestra I (9th grade), II (10th grade), III (11th grade) and IV (12th grade) shall include the following essential elements as identified by the TEKS (Texas Essential Knowledge and Skills), and students will be expected to master the objectives in each of the following areas:

1. Care and handling of instruments
2. Posture and playing position
3. Instrumental technique
  - A. Develop tone and intonation
  - B. Develop right-hand and left-hand techniques
  - C. Develop rhythmic skills
  - D. Develop ability to phrase musically
  - E. Develop dynamic control
  - F. Develop articulation
4. Music reading skills
  - A. Develop eye-hand coordination
  - B. Interpret in actual sound musical symbols and terms from the printed page
5. Musical sensitivity through performance and listening
6. Evaluation of musical performance quality
  - A. Evaluate progress toward self-established musical goals
  - B. Evaluate solo and group rehearsals and performances
  - C. Recognize quality of sound, pitch, style, tempo, rhythm, blend, balance, phrasing, dynamics and articulation
7. Creative self-expression
  - A. Express oneself in every performance experience
  - B. Explore careers
8. Cognitive skills (to come to know and to develop better judgment in learning more about the elements of perception)
9. Group attitudes



## GRADES/ATTENDANCE

1. Your Grades will be based on the following criteria:
  - Formative (25%) - Daily class rehearsals, home practice, and sectional rehearsals. (This includes instrument and music folder going home on a DAILY basis).
  - Summative (75%)- Any concert or playing test. Additionally, students will be responsible for mastery of prescribed scales and techniques for their class level. These will be detailed in the individual course syllabi.
2. Tests will be given over a variety of materials such as:
  - A. Technique drills
    - 1) Scales--major and minor
    - 2) Arpeggios--major and minor
    - 3) Position and shifting exercises
    - 4) Rhythm studies
    - 5) Finger pattern studies
    - 6) Sight-reading drills
  - B. Orchestral music
    - 1) Bowings
    - 2) Tone quality
    - 3) Intonation
    - 4) Style
    - 5) Counting and rhythmical features
    - 6) Precision and articulation
    - 7) Musicality and qualities of interpretation
3. If a student misses a test due to an *excused* absence, that test must be made up within five (5) school days or a grade of 0 will be recorded and averaged into the final nine weeks grade. If a student misses a test due to an *unexcused* absence, there will be no opportunity to make up the test, and a grade of 0 will be recorded and averaged into the final nine weeks grade. *Progress reports will continue to reflect the actual grade.*
4. The “No-Pass-No-Play” rule affects all Fine Arts classes, including orchestra. If you fail another course in any given nine weeks you will *NOT* be eligible to participate in any orchestral activities for the next three (3) weeks. These participation-type activities include: Region/All-State auditions and/or performances; UIL Solo and Ensemble Contests; UIL Concert and Sight-reading Contest; and Music Festivals (Trip). The activities listed above are spaced out over the year in such a way that it is possible to be ***INELIGIBLE*** for *any* or *all* of them, depending on when a course is failed. So, ***KEEP UP YOUR GRADES.*** Daily orchestra rehearsals in class and local concerts at school are exempt from the “No-Pass-No-Play” rule because they are considered to be an “extension of the classroom activity” and are not in the competitive arena.
5. Maintaining a high grade in an elective course such as orchestra is very important. If you are in Symphonic or Philharmonic and your grades begin to drop, you may be moved to an orchestra which requires less from you, or you may be dropped from orchestra altogether.

## **CONDUCT RULES AND REGULATIONS**

1. At all times, respect (a) others; (b) school and personal property.
2. Follow directions the first time.
3. Keep hands, feet, and other objects to yourself.
4. Talk only at appropriate times.
5. No eating, drinking, or chewing gum in any rehearsal/performance area.
6. Bring all materials to class.

## **CONSEQUENCES OF MISCONDUCT**

1. Warning/conference with director
2. Detention
3. Telephone call to parent
4. Referral to appropriate principal
5. Removal from class in one or more of the following ways:
  - a) A class change to a lower-level orchestra;
  - b) Removal from orchestra at end of semester;
  - c) Removal from class and assignment to DMC (Discipline Management Center) for remainder of semester.

## **CLASSROOM MATERIALS REQUIRED**

The items below may be purchased from the directors through Newman Smith Orchestra Supplies. **ALL CHECKS PAYABLE TO NSHSOBC.**

1. All students must purchase and keep in their instrument case: rosin, cleaning cloth, and shoulder rest approved by the directors (chin instrument students).
2. All students must own a mute. The only acceptable ones are Roth-Sihon slide mutes and Tourte rubber mutes.

### **MONETARY PAYMENTS**

Financial transactions **of any kind** throughout the school year may be completed by check or money order.

Cash is also accepted, but coins smaller than quarters are not taken. The following are examples of items

and services offered through the Orchestra Department:

**Items purchased from the Newman Smith Orchestra Supplies, Instrument repairs,**

**Fundraised money, Region orchestra fees, Solo and Ensemble fees, Trip money**

**The directors do not handle money directly. All payments are placed in envelopes to be processed by the treasurer. Change is NOT available.**

## **BEFORE/AFTER SCHOOL SECTIONALS AND EXTRA REHEARSALS**

1. You will be considered tardy if you are not in your seat with your instrument and music when the rehearsal or sectional is scheduled to begin. Any unexcused tardy and/or absence could result in a change of chair position within the section and/or lowering of your grade. For each minute a student is late, the grade will be deducted by as many points. One minute=one point
2. A tardy or absence from a rehearsal or sectional may only be excused at the discretion of the directors with **written notice from the student at least 24 hours in advance**. Sectional rehearsals can be made up at the discretion of the directors.

## **CLASSROOM POLICIES**

1. You will be considered tardy if you are not inside the room when the tardy bell *begins* to sound. Get into your seat quickly with your instrument and music. A third tardy within any nine-week period will result in a lowering of your conduct grade by one letter. Three tardies will equal one absence. Excessive tardies and absences could result in removal from the orchestra program at the discretion of the directors.
2. Absences from class will be made up via theory and rhythm assignments given by the director.
3. It is *YOUR* responsibility to see that *YOUR* instrument (whether you own it or it is loaned to you by the school) is kept cleaned and well-maintained; i.e., good strings, well-haired bow, clean case, cleaning cloth, no rosin dust. **If you are using a school-owned instrument, you will be asked to replace broken strings or pay for necessary repairs.** The directors retain the right to make that determination.
4. To play a stringed instrument well, one must have *short* fingernails; therefore, it is expected that fingernails be trimmed short and neat. This is applicable to EVERYONE in the Orchestra. Noncompliance with this rule will result in a lowering of your conduct grade by one letter. You will receive *one* warning before the grade is lowered.
5. Because the directors take such great pride in the orchestra students at Newman Smith, we expect you to share in that pride, especially when it comes to personal appearance. The orchestra is a high-profile organization and, as such, it is up to **each individual** to maintain a positive image within the school community. Therefore, all students should pay particular attention to the section of the Newman Smith Student Handbook regarding **day-to-day** student dress and grooming. Violations of the Dress Regulations will be dealt with on an individual student basis at the directors' discretion.
6. The NSHS Orchestra is committed to creating a drug-free climate for learning and for general student health and welfare. No student shall possess, use, sell, give, deliver, conspire, OR attempt to possess, use, sell, give, deliver, conspire, or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off school property at a school-sponsored activity, function, or event:
  - Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
  - Alcohol or any alcoholic beverage
  - Any abusable glue, aerosol paint, volatile chemical, or any other chemical substance for inhalation
  - Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs
  - Possessing or selling seeds or pieces of marijuana in less than a usable amountThe possession, delivery, or selling of look-alike drugs or items attempted to be passed off as drugs and contraband are also prohibited under this penalty.  
Drug paraphernalia, defined as equipment, a product, or a material of any kind that is used or intended for the use in packaging, repackaging, storing, containing, or concealing an above-listed substance or in injecting, ingesting, inhaling, or otherwise introducing into the human body an above-listed substance is prohibited under this policy.

## UNIFORMS

Each student will be issued a uniform. It is *YOUR* responsibility to care for it and maintain it throughout the year. It should be taken to the cleaners after each time it is worn. A \$25.00 advance cleaning and repair fee deposit will be collected from each student in the orchestra.

### ITEMS THAT NEED TO BE RETURNED

- LADIES** - 1. GOWN  
2. HANGER
- GENTLEMEN** - 1. COAT 3. CUMMERBUND  
2. PANTS 4. 2 HANGERS

### CARE OF UNIFORMS

- GOWN** - After each performance, it should be taken to the cleaners and dry-cleaned. *DO NOT WASH OR TUMBLE-DRY THE GOWN.*
- TUX** - You will be issued a complete tuxedo which will include coat, pants and cummerbund. After each performance, it should be taken to the cleaners and dry-cleaned. *DO NOT WASH OR TUMBLE-DRY THE TUX.*

Any student who does not return the gown or tux by an announced date at the end of the year will have an “unclear record” form submitted to the office and will be unable to receive grades or register for the next semester until this obligation is met. **PARENTS:** Please do not make “home repairs” to hems, cuffs, sleeves, seams, etc. **The directors will provide information regarding a professional tailor to do this work.**

### WHAT YOU ARE EXPECTED TO PROVIDE:

- LADIES** - Shoes must be *ALL-BLACK, plain leather pumps with closed toes*; heels should be no more than two inches in height (no flats). Black hose or knee-highs must be worn; no exceptions, especially bare legs or socks. Only black hair ornaments are permitted (no scrunchies). Jewelry will be allowed at the discretion of the directors. All students will be required to make a one-time purchase of a zippered, long gown bag that will be issued at school. If it is damaged, you will have to pay for the replacement.
- GENTLEMEN** - Shoes must be *ALL-BLACK, plain leather dress shoes* which may be loafer-type or standard lace-up. Black socks only must be worn; no exceptions. In addition, a formal, long-sleeved white tuxedo shirt with a wing-tip collar and black bow tie are required. The directors will order these two items and make them available at *school discount prices*. Jewelry will be allowed at the discretion of the directors. Hair below the collar must be pulled back in a ponytail **at all public performances**. All students will be required to make a one-time purchase of a zippered tux bag that will be issued at school. If it is damaged, you will have to pay for the replacement.
- ALL STUDENTS** - NO CURRENT “TRENDY” SHOES WILL BE ACCEPTABLE. If you are unsure, ASK a director. Wearing unacceptable attire of *any* kind to a concert could result in your being denied the opportunity to perform, which will affect your grade.



Every year, at every concert, someone can't find an item of clothing required for a complete uniform. Shoes, socks and pantyhose are the biggest culprits. It is YOUR responsibility to check for these items prior to the day of the concert. If you come to the Unity Circle missing part of the uniform, you will not be allowed to perform. Not performing will result in a grade of zero for that concert.



**Parents and Students: Orchestra office hours are 7:30 a.m.-5:30 p.m. Monday through Friday. If you need to speak to either of the directors, call 972/968-5324 to reach Mr. Carlton, or 972/968-5323 for Ms. Dublin during those hours. Please do not call the directors at home.**

## HOW PHILHARMONIC, CAMERATA, AND CONCERT ORCHESTRA STUDENTS MAY MOVE UP TO SYMPHONIC, PHILHARMONIC, OR CAMERATA ORCHESTRAS

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Below are listed *some* of the qualifications necessary for you to be considered for Symphonic, Philharmonic or Camerata Orchestras:

1. A *POSITIVE* attitude toward the Orchestra Program and a willingness to *COOPERATE* with the directors and students involved in the program. This includes participation in fundraising and working events, such as brochure sales, Sonic Carhops, garage sales, concession stands at Standridge Stadium, etc. *THIS IS VERY IMPORTANT* and is considered to be the No. 1 priority.
2. An ability to listen to and follow detailed and intricate instructions and to comprehend and foster *HIGHER-LEVEL THINKING SKILLS*.
3. An audition in which your technical and musical ability on your instrument is judged by the directors to be competent for the level of music to be performed by the orchestra for which you are auditioning. *IN ORDER TO MOVE UP, IT IS STRONGLY RECOMMENDED THAT YOU BE TAKING PRIVATE LESSONS ON YOUR INSTRUMENT*.
4. An average of 80 or above in all of your other classes prior to the semester you enter the higher orchestra.
5. An amount of personal practice judged by the directors to be sufficient to warrant moving you into either orchestra.
6. A willingness to agree to an alteration of your class schedule which could range from minor to major changes. *IT IS YOUR RESPONSIBILITY TO INFORM YOUR PARENTS OF THIS REQUIREMENT*.
7. Auditions to move up may be held at the end of each semester.



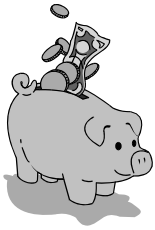
- NOTE:** Any member of Symphonic, Philharmonic, or Camerata Orchestra *may* be reassigned to another orchestra class at the end of any semester if the directors determine that the individual's general conduct, attitude, willingness to cooperate and/or technical skills are not meeting the criteria set forth by the directors.
8. There will NOT be an audition scheduled in August prior to the new school year.
- NOTE:** One does not *automatically* move up to the next-level orchestra. That is accomplished by successful audition only.
9. The directors' decisions are *FINAL* regarding any audition or reassignment into any orchestra class.
  10. Keep up your grades. An individual who fails classes and becomes ineligible because of "NO-PASS-NO-PLAY" may be subject to counseling by directors and possible reassignment to another orchestra class or not being permitted to enroll in orchestra the next school year.

**REMEMBER:** If you want to be in an upper orchestra and are not chosen the first time, **DON'T GIVE UP!** There are **NO** guarantees or foregone conclusions about **ANYONE**—no move-ups are guaranteed.

You could be successful the next time you audition. Also, we cannot cover in this document every single contingency. There *MAY* be some other criteria that would be examined in the future that might be in your favor. **JUST WORK HARD. IT WILL BE NOTICED AND EVENTUALLY PAY OFF!!!**

**ALSO:** **Students in Symphonic, Philharmonic, and Camerata who do not maintain eligibility will be moved to Concert Orchestra at the directors' discretion.**

**Parents and Students: Orchestra office hours are 7:00 a.m.-5:00 p.m. Monday through Friday. If you need to speak to either of the directors, call 972/968-5324 to reach Mr. Carlton, or 972/968-5323 for Ms. Dublin during those hours. Please do not call the directors at home.**



NEWMAN SMITH HIGH SCHOOL ORCHESTRA  
EXPENDITURES

Below are listed Orchestra Department expenses for the year.

- 1. Orchestra Fee .....\$80.00
- 2. Uniform Fee (dry cleaning, alteration, bag replenishment, t-shirt) .....\$25.00
- 3. School Instrument Maintenance Fee .....\$30.00
- 4. Wing-tip Tux Shirt (boys only, if needed) .....\$20.00
- 5. Bow Tie (boys only, if needed) .....\$5.00

The Orchestra Fee pays for a number of items and events throughout the school year. Below, you will find an itemized list of the expenses covered:

- Orchestra Banquet Ticket .....\$30.00
- Clinician Expenses (guest conductors and teachers) .....\$20.00
- Social Events (food for Fall Picnic, etc.) .....\$15.00
- Musical Supplies (tuners, endpinstops, etc.) .....\$10.00
- Miscellaneous Expenses (office supplies, decorations, etc.) .....\$5.00

The school instrument maintenance fee pays for maintenance for school instruments including string replacement and cleaning. What it does not cover are repairs such as open seams, broken pegs, bow rehairs etc.

\* If the uniform bag is damaged beyond repair during the school year, it must be replaced at the student’s expense. The bag company provides a two year replacement guarantee.

\*Any and all damaged and/or lost items belonging to the orchestra or to the school district will be replaced at the student’s expense.

Please make checks for the above expenditures payable to:

**NSHS ORCHESTRA BOOSTER CLUB (NSHSOBC)**

\*\*\*You are more than welcome to divide the fee into payments, if that works best for your family.

**STUDENTS WILL BE ABLE TO TAKE THEIR CONCERT UNIFORMS WITH THEM ONCE THE \$25 UNIFORM DEPOSIT HAS BEEN PAID.**

# MUSIC AND INSTRUMENT SUPPLIES

## WHAT WE HAVE AND HOW TO PAY

The directors can order music for you. Please see the librarians for information on how to fill out a music order card. This music can include anything you need in your private lessons: solos, ensemble music, etude books, and technique books. A representative from Music & Arts Center will visit our school once weekly to provide additional services and supplies. Also, since the music and instrument supplies are being ordered through the school, you will not have to pay tax, and the supplies are sold to you at a school discount price.

Additionally, students may purchase supplies from other nationwide companies like Shar Music ([shar.com](http://shar.com)) or Southwest Strings ([southweststrings.com](http://southweststrings.com)). Often, these companies offer strings for a lower price than their competitors.

Any music or instrument supplies must be paid for by check; no cash. Checks should be made payable to **NSHSOBC (NEWMAN SMITH HIGH SCHOOL ORCHESTRA BOOSTER CLUB)**.

The following are some of the common items available for purchase:

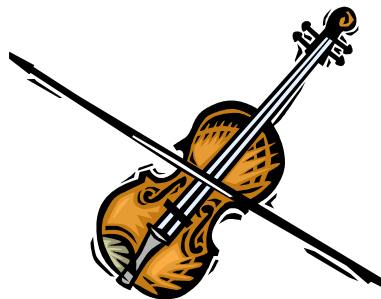
1. Cello and bass endpin anchors (rockstops)
2. Cleaning cloths
3. Fine tuners
4. Instrument cleaner
5. Metronomes
6. Mutes/practice mutes
7. Rosin
8. Rubber feet replacements for shoulder rests
9. Strings
10. Super Kun shoulder rests
11. Folding music stands



If a student needs to order an item that is not listed above, he/she should ask their director.

## INSTRUMENT REPAIRS

As a service to parents and students, repair on your child's instrument can be effected quickly and efficiently through one of the directors. Instruments needing repair will be picked up by the music company representative every week. Minor repairs such as bow rehairing, sound post adjustments and bridge replacement can generally be taken care of quickly. Students may borrow a bow or instrument from the directors to use while repairs are being made. More extensive or major repairs will be dealt with on an individual basis, and parents and students will be notified as to the nature of the repair, cost involved and how long it will take.



# TRIP AND BANQUET OPPORTUNITIES

## TRIP

Each year, the Newman Smith Symphonic, Philharmonic, and Camerata Orchestras take a spring trip otherwise known simply as “Trip.” The following is intended to offer a broad overview of what is being planned. Details will follow as the school year progresses.

Offering students the opportunity to go on Trip is a distinct privilege, not necessarily a right. It is intended to be a reward for a successful year and therefore it is assumed by the directors that a 100% effort is displayed at all times during the school year, musically, emotionally, and attitude-wise. In the judgment of the directors, any student who is consistently a behavior problem in class, is sent to DMC two or more times, or is sent to AEP even one time, may not be allowed to go on Trip.

*Students who participate in the Business Academy or in multiple fine arts classes that also offer trip opportunities may face a conflict if trips are scheduled on the same weekend. However, it is the policy of the Orchestra Department that students must make a choice of trip before the first orchestra trip payment is due.*

## CHAPERONES

*The directors will select chaperones for Trip from senior parents, the Booster Club Board of Directors, and then, in descending order: junior parents, sophomore parents, and finally, freshman parents.*

## FUNDRAISING

For us to be able to continue the successes we have enjoyed in the past several years, it is our expectation that all orchestra students attend Trip. It is very difficult to achieve honors if we are not able to put our “best product” on a music festival stage. During the school year, there are several fundraising opportunities in which students may participate. Fundraising is a major necessity. It provides students a means by which to earn funds for Trip, and all students need to participate in order to be eligible to go on Trip. This is a manageable way for students to help themselves and their parents to fund Trip. The first semester, there will be one major fundraiser available from which money goes into a general Trip fund. Each student will have an opportunity to fundraise in order to help everyone defray the cost of Trip.

Trip is not meant to be a vacation. Students can go on vacation with their parents. In addition to being a reward for hard work, it is intended to be a **quality** musical experience. Such an experience requires that we attend a contest or music festival that offers rewards through a strict adjudication procedure. It is one thing to go perform at a local shopping mall; it is an entirely different matter when the orchestras are being adjudicated by nationally recognized judges. Over the past several years, we have done extremely well at music contests/festivals, in large part due to the fact that our orchestras were represented on stage **in their entirety**.

This kind of experience teaches students many things in addition to preparing the music: how to live and get along with one another over a period of several days in rather close, confined travel and living accommodations; how to stay focused, disciplined, and prepared to perform the music at a very high level; and, finally, how to interact with one another in a social setting away from family and home. It is a maturing experience musically, emotionally, and socially.

More information and details regarding Trip can be found in the Trip Handbook.

## BANQUET

### FUNDRAISING

Each year the Newman Smith Orchestra Department and Booster Club sponsor the “Annual Awards and Recognition Banquet.” This event takes place at Brookhaven Country Club. Part of the general fundraising that the students will participate in during the school year helps to pay for this exciting, end-of-the-year event. Therefore, the same requirement for trip fundraising will hold true for banquet fundraising. In other words, students will have an opportunity to participate in fundraising activities such as: garage sale, brochure sales, winter bake sale, and the Scholarship Dinner. An attendance record will be kept.

### ATTENDANCE

In order for students to attend banquet and receive awards, the following stipulations must be in effect:

1. For seniors, all graduation requirements must be met. If there is a question regarding whether or not a student will graduate, awards will be held until graduation is a reality. If a senior student does not expect to graduate, THERE WILL BE NO REFUND OF THE BANQUET PAYMENT.
2. All students must be in good standing with the directors throughout the school year. If a student has exhibited consistent behavioral problems in class, has been sent to DMC two or more times, or to AEP one time, that student will not be permitted to attend banquet. If any student falls into any of these categories and is not permitted to attend banquet, THERE WILL BE NO REFUND OF THE BANQUET PAYMENT.
3. Every year students sign up for banquet and then, for whatever reason, do not attend. Food and awards still must be paid for, whether you are there or not. The awards, engraving, and other items are not returnable. We gladly spend a great deal of our annual budget on these awards, and every year students decide at the last minute not to attend, or do attend Banquet, but leave their awards on the table or the floor. Please! Make every effort to attend or, at least, notify the directors well in advance if you are unable to be there. Also, REMEMBER to pick up your award(s) before departing for the evening.



## **FINE ARTS ENRICHMENT PROGRAM (PRIVATE INSTRUMENT LESSONS)**

Orchestra students are strongly urged to take private instruction on their instruments. There are many fine instructors in our area who teach at their own studio. In addition, we are fortunate to have a private lesson program in our school system.

Private instruction is offered as an enrichment activity to classroom instruction. These lessons are designed to develop the skills of the student in the performing arts. The lessons are to be oriented toward enrichment content rather than tutorial.

All the private instructors in the school program have been approved by the high school orchestra directors (Cluster Leaders). They must meet rigid criteria, including degrees, recommendations, and liability insurance. They teach during and after school hours at Newman Smith but pay a fee to the school district and are considered to be part-time employees. There is always a full-time school district employee in the Fine Arts wing during scheduled lesson times. Lessons are offered in 30- and 60-minute increments with fees being \$18.00 and \$36.00.

Students are eligible to participate in the private lesson program if they are enrolled in orchestra classes at Newman Smith. It is the expectation of the directors that students taking private lessons also be passing ALL classes. If a student is not passing all classes, it will be up to the discretion of the directors to reevaluate that individual and the option to drop private lessons may come into play. Students are expected to be fully prepared for each lesson, to follow the instructor's guidelines for absences, and to provide books and/or materials required by the instructor.

**The following information is very important for parents and students to read.** Parents have direct access to the private instructor. The parent will pay the instructor one month in advance at the beginning of each month and work with him/her to reschedule lesson conflicts. Lesson fees are paid directly to the teacher, and the check will be made out to that individual. **Instructors need at least twenty-four hours' notice in advance if a lesson is to be canceled.**

Termination of participation in the private lesson program by the parent, student, private instructor, classroom instructor, or the Director of Fine Arts will be accomplished by written notice to all concerned parties by the originator of the termination at least fourteen (14) calendar days prior to the termination date.

Private lessons are taken for the entire school year, not just around competition dates or a la carte.

Students interested in private lessons should contact either of the directors in class, or parents may call the orchestra office (972.968.5324) for more details.



## **FINANCIAL AID**

The NSHS Orchestra Booster Club sponsors a financial aid program to assist with private lessons for high school orchestra students and tuition for college freshmen. Funding for this program comes **exclusively** from parent volunteer efforts in fundraising.

### **Private Lesson Financial Aid**

The Booster Club is committed to assisting students with financial aid for lessons taught at school **only**. The Executive Committee has recommended offering scholarship assistance that pays one-half of a **school** private lesson.

In order to qualify for scholarship assistance, students and parents must fill out an application form and submit it to the Head Director for review. **In addition, at least one parent must be willing to donate \$25 as a member of the NSHS Orchestra Booster Club. Students receiving financial assistance will be required to participate in the two major fundraisers plus be willing to donate eight hours of time during the school year to assist the NSHS Orchestra Booster Club in fundraising activities. Also, the student and one parent must sign up to work one shift of concessions at Standridge Stadium—this is a fundraiser for our orchestra.** Scholarship students will be expected to exhibit enthusiasm and pride for the program in and out of orchestra class.

The payment procedure regarding financial aid lessons is as follows: Students will pay their portion of the lesson fee directly to the private instructor **one month in advance** and **at the beginning of each month**. At the end of each month, the private instructor will submit to the Head Director a statement reflecting the number of lessons actually given to a student during that month. The Booster Club will then write a check directly to the individual instructor for the aid portion.

Lessons and financial assistance could be discontinued for the following reasons:

1. Student cancels lessons with less than 24 hours' notice unless there is a **real** emergency.
2. Student is not prepared for lessons.
3. Student payment to teacher is late.
4. Student fails other Newman Smith classes.
5. Student/parent fails to fulfill time commitment to the NSHS Orchestra Booster Club.
6. Student displays an overall disregard for and lack of commitment to the NSHS Orchestra program.

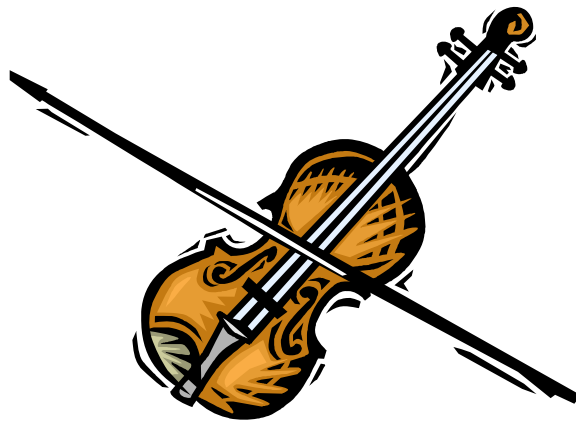
## **College Tuition**

Scholarships are available to orchestra seniors who have contributed time and energy to the Newman Smith Orchestra Department over the course of their high school career. To qualify for a scholarship, students must apply by no later than April 15 of their senior year. The Scholarship Committee will meet and review all applications, and their decision is final. The scholarship amount may vary from school year to school year, depending on available Booster Club funds. Scholarship payments by the Booster Club are generally made once a semester directly to the Financial Aid Office of the recipient's college.



## **Summer Orchestra Camp Scholarships**

Scholarships are available to all orchestra members who wish to attend Texas summer orchestra camps. Students must inform one of the directors regarding their interest in camps. Applications for camps and scholarships must be submitted no later than May 12 of each year. The directors will then make recommendations to the Newman Smith Orchestra Booster Club Executive Board as to which students are worthy of scholarship.



## **INSTRUMENT LOAN AGREEMENT**

### **INFORMATION**

Each school year, some students use school-owned instruments for which there is no user fee. The following information is important to parents of students who will be using school-owned instruments.

On the back of this page is a sample of the C-FB ISD Fine Arts Department “Instrument Loan Agreement.” Because our school instruments are very valuable, we must require parents to sign this agreement and accept **full** responsibility for maintaining, repairing or replacing the instrument during the current school year.

The document strongly urges you to maintain insurance on the school instrument. It is your choice whether or not to do so. You may choose to use your own insurance company for this purpose.



**Carrollton · Farmers Branch**

Independent School District

***Fine Arts Department  
Instrument Loan Agreement***

***School Year*** \_\_\_\_\_

The following instrument has been loaned by the Carrollton-Farmers Branch I.S.D. to the student named below.

_____	_____	_____
<b>Type of Instrument</b>	<b>Mfg. Serial #</b>	<b>C-FB ID #</b>

_____	_____
<b>Student Name</b>	<b>School</b>

As legal guardian of the above named student, we agree to maintain, repair or replace the instrument during the school year \_\_\_\_\_\*

_____	_____	_____	_____
<b>Student Signature</b>	<b>date</b>	<b>Parent Signature</b>	<b>date</b>

Has insurance been purchased for this instrument? \_\_\_\_\_

If yes, in what amount? \_\_\_\_\_\* We strongly urge that adequate coverage be provided against theft, damage by fire, vandalism, neglect, and malicious acts. Insurance information will be provided upon request.



## **Carrollton-Farmers Branch Independent School District District-Wide Code of Conduct for Extracurricular Students**

### **A. OVERVIEW**

**This District-Wide Code of Conduct for Extracurricular Students pertains to activities during school and non-school time, including the use of alcohol, tobacco products, electronic cigarettes (“e-cigarettes”) and illegal drugs; hazing; bullying; harassment; theft; criminal offenses; and technological misconduct.**

Extracurricular Activities to which this District-Wide Code of Conduct for Extracurricular Students apply includes the following:

- Any University Interscholastic League (UIL), School District or campus-sponsored or related public performances, events, contests, demonstrations, displays, club activities, athletics, whether on or off campus (such as dance and drill teams, bell guards, cheerleading, spirit groups, sports, fine arts, clubs, mock trial, Academic Decathlon);
- Any elected offices and honors (such as student counsel and homecoming court);
- All co-curricular activities, which are those held in conjunction with a credit-bearing class, but that may take place outside of the school and outside of the school day (such as band and choir);
- All national organizations (such as National Honor Society or Future Farmers of America); and
- Any activity held in conjunction with another activity that is considered to be an extracurricular activity (such as a meeting, practice, or fundraiser).

### **B. JURISDICTION**

This District-Wide Code of Conduct for Extracurricular Students (ECOC) applies to all students involved in extracurricular activities. The purpose of the ECOC is to deter and eliminate the violation of all prohibited conduct and activity, establish consistency in consequences across all activities for students who do not comply with this ECOC, promote a high quality educational experience in all activities, assist CFB ISD in maintaining order and a safe learning environment, and to promote a high level of civic and individual responsibility among students. A student is subject to the ECOC from the time he or she is selected for, elected to, or otherwise joins an extracurricular activity and continues to be subject to the ECOC from that point forward unless or until the student no longer participates in the extracurricular activity.

The privilege of representing the School District carries with it a greater responsibility to conduct oneself with respect and dignity and to serve as a role model for all students. Consequently, extracurricular students are subject to the ECOC at all times including both school and non-school time throughout the twelve-month calendar year, whether the extracurricular activity is “in season” or inactive, on weekends and during school holidays. This includes both on and off-campus conduct.

### **C. EXPECTATIONS**

CFB ISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students), will conduct themselves at all times, including both school and non-school time, in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including this ECOC. Conduct prohibited by the ECOC includes, but is not limited to, the following: the use, possession, sale, or furnishing to others of alcohol, tobacco products, electronic cigarettes, drugs or drug paraphernalia of any kind; the act of bullying, hazing or harassment of any kind; any criminal charges, arrest or citation related to student involvement in criminal activity; and technological misconduct ("Prohibited Conduct"). Any student who engages in Prohibited Conduct in violation of the ECOC is not in compliance with the rules of participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates. **Engaging in Prohibited Conduct may also result in disciplinary consequences in accordance with the District's Student Code of Conduct, including placement at the District's Disciplinary Alternative Education Program (DAEP) or expulsion. However, not all DAEP placements or expulsions of extracurricular students indicate a violation of these extracurricular guidelines.**

To ensure consistency among activities, this ECOC shall be used by all extracurricular groups. However, nothing in this ECOC prohibits an extracurricular activity sponsor from developing additional activity guidelines and rules to address topics that are specific to the organization or activity in which the student is engaged. Any additional guidelines or rules shall be submitted to the campus principal for approval prior to implementation.

### **D. DEFINITIONS**

The following definitions will apply to this ECOC:

- **Bullying** – Written or verbal expression, including electronic communication, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District that exploits an imbalance of power and interferes with a student's education or substantially disrupts the operation of a school, and either (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to a student's property; or (2) is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student. See District policy FFI for additional information on bullying.
- **Harassment** – Threatening to cause harm or bodily injury to another, engaging in intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, or other conduct prohibited by District policy FFH or DIA that is so severe, persistent, or pervasive that it has the purpose or effect of substantially or unreasonably interfering with a student's performance; creates an intimidating, threatening, hostile, or offensive educational environment; affects a student's ability to participate in or benefit from an educational program or activity; or otherwise adversely affects the student's educational opportunities.

- **Hazing** – Any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding an office in, or maintaining membership in an organization. Hazing includes soliciting, encouraging, directing, aiding, or attempting to aid another student in engaging in hazing, as well as firsthand knowledge of the planning or occurrence of a specific student having incident without reporting the incident to a school administrator in writing. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.
- **Leadership Position** – A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- **Parent** – “Parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.
- **Period of removal** – Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the ECOC.
- **Possession** – To have in or on: (1) a student’s person or in the student’s personal property, such as the student’s clothing, purse, or backpack; (2) in any conveyance used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk.
- **Prescription Drugs** – A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student’s physician and who has followed school policies in such use shall not be considered to have violated this policy.
- **Technological Misconduct** –Engaging in any form of technological misconduct as defined under “Technology” on pages 9 and 10 of the CFB ISD Student Code of Conduct or the rules of a specific extracurricular organization.
- **Use** – With respect to substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. With respect to objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

## **E. VIOLATIONS**

An Extracurricular Student engages in Prohibited Conduct and violates this ECOC if he or she:

- Is arrested, charged, or receives a citation related to any criminal activity;
- Uses, possesses, sells, or furnishes alcohol, tobacco products, e-cigarettes, illegal substances or drug paraphernalia of any kind to another;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/tobacco products/e-cigarettes/drugs, or furnishing alcohol/tobacco products/e-cigarettes/drugs to another;
- Is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol/tobacco products/e-cigarettes), on or off school property. (Observation via internet site, video, still picture, or other media will be considered);
- Is charged, receives any citation for or is arrested for illegal alcohol/tobacco products/e-cigarettes/drug activity or substance on or off school property;
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs;

- Engages in any form of hazing, bullying or harassment; or
- Engages in any technological misconduct.

An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/tobacco products/e-cigarettes/drug citation or is arrested or charged with a criminal offense of any kind shall promptly (within two school days) notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense.

## **F. PROCEDURES**

When an activity sponsor/coach/director or campus administrator learns that an Extracurricular Student has reportedly violated the ECOC, the sponsor will gather as much information as is available about the suspected violation and shall immediately communicate with the campus administrator who will conduct a formal investigation. In addition, either the district-wide Athletic Director or the district-wide Director of Fine Arts shall be notified.

The sponsor/coach/director or administrator will notify the student and his/her parent of the suspected violation of the ECOC and offer the student and his/her parent a meeting with the administrator or designee and/or sponsor/coach/director and give them an opportunity to provide information about the student's suspected actions.

Upon completion of the investigation the campus administrator shall determinate whether the student engaged in conduct in violation of the ECOC. If a finding is made that the student engaged in conduct in violation of the ECOC, the administrator and the sponsor/coach/director will determine the start date for the applicable consequence and will notify the student and his/her parent in writing of the start date and reasons for any consequences imposed. Consequences will not be delayed for a student or parent who refuses to meet with the District staff.

A student or parent who is not satisfied with the outcome of the conference or the decision of campus administration may follow the District's procedures for parent complaints as addressed in Board policy FNG (Local), but the consequence will not be delayed during the complaint process.

The following applies for any period of removal as addressed under "Consequences" below:

- If the offense involves drugs or alcohol the student must complete and show documentation of participation in a counseling or alcohol drug educational program during the period of removal. Failure to complete the required intervention will result in a continued removal period for the student.
- If the leadership position from which the student is removed is connected with a credit bearing class, the student may remain enrolled in the class and the sponsor/coach/director will determine appropriate activities for the student.
- Students must participate in practices for the extracurricular activities while removed from the activity. If the student refuses, he/she may be removed from the activity for the remainder of the school year.
- "UIL Competition Date" means a day on which the individual or group actually competes or performs in a UIL or Non- UIL sponsored activity when the school is represented.



- If competition or performance is scheduled on a date when school is not in session, any days on which the student's team or group actually competes or performs will be counted toward completion of the period of removal.
- If the conduct results in the student's placement in a DAEP or expulsion, the period of removal shall begin and shall be served upon the student's return to his/her regular campus.

## **G. CONSEQUENCES**

All Extracurricular Students are expected to comply with this ECOC. An Extracurricular Student who does not do so is subject to disciplinary action. Some offenses may be so severe that they will result in immediate and permanent removal from the extracurricular activity. The determination on whether immediate and permanent removal is warranted will be made by the campus administrator based on individual circumstances, in consultation with the District Director of Athletics and/or the District Director of Fine Arts, depending on the particular extracurricular activity. For all other offenses, the provisions set forth below will apply.

### **First Offense: Probationary Removal.**

A student's first violation of the ECOC will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) removal from all extracurricular activities for 20 school days or UIL Competition dates. Any student who is removed from extracurricular activities and/or a leadership position in accordance with this ECOC shall be placed on a Behavior Contract for the period of removal.

When a student self-reports a violation of the ECOC before the District otherwise learns of the student's actions, and the violation does not result in the issuance of a citation or other penalty from law enforcement, the Campus Administrator may, in his/her sole discretion, consider the student's self-report as a mitigating factor to support a reduced probationary period for a first offense.

- If the notice of a violation is received when there are fewer than 20 school days remaining in the season of an extracurricular activity in which the student participates, removal may continue into the next school year in order to complete the period of removal.
- If the notice of a violation is received after the conclusion of the school year, or if the notice is received at a time when the student is not participating in extracurricular activities for reasons unrelated to a violation of the ECOC, the removal period will begin at the time the student would otherwise begin or resume participation or otherwise be eligible to participate in extracurricular activities. If the period of removal is not completed prior to the end of the school year, removal may continue into the next school year.

An Extracurricular Student can receive only **one** probation period for violating the ECOC during the students' high school career.

### **Second Offense.**

A second offense will result in complete removal from (i) all leadership positions for the remainder of the school year and (ii) extracurricular activities for a period of 60 school days or UIL Competition dates. Further, any student who is removed from extracurricular activities and/or a

leadership position in accordance with this ECOC shall be placed on a Behavior Contract for the period of removal.

- If the District receives notice of a second infraction 60 or fewer school days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- If the District receives notice of a second infraction at a time when the student is not participating in extracurricular activities for reasons unrelated to a violation of the ECOC, the removal period will not begin until the time the student would otherwise begin or resume participation or otherwise be eligible to participate in extracurricular activities. The student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- If the district receives notice of a second infraction after the end of the school year, the student will be removed from all extracurricular activities for 60 school days or UIL Competition dates beginning at the start of the up-coming school year.
- An Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has complied with all conditions of his/her removal for the second offense.

**Third or Subsequent Offense.**

A third or subsequent offense will result in complete removal from all (i) extracurricular activities, and (ii) leadership positions for the remainder of the student's enrollment in the CFB ISD.

# Carrollton-Farmers Branch ISD

## District-Wide Code of Conduct for Extracurricular Students Acknowledgment and Agreement Form

(Applies to both School and Non-School Time)

Student Statement:

My signature below certifies that I have read and understand the CFB ISD District-Wide Code of Conduct for Extracurricular Students (ECOC). I agree to comply with all rules and regulations in the ECOC and any additional rules adopted by my school as a condition of participation as a member of an extracurricular activity. I understand that my failure to comply with the ECOC may result in disciplinary action, including dismissal from all extracurricular activities.

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Printed Name of Student

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Student Signature

Date Signed

Parent Statement (for students under 18 years of age):

My signature below certifies that I have read and understand the CFB ISD District-Wide Code of Conduct for Extracurricular Students (ECOC). I understand that my student must comply with all rules and regulations written in the ECOC and any additional rules adopted by my student's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

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Printed Name of Parent

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Signature of Parent

Date Signed